

INTERSERVICE TRANSFER (TO) CHECKLIST

CHAIN OF COMMAND ENDORSEMENTS Local _____ Service _____

STATEMENT OF QUALIFICATION (This Document Must Be Signed)

NAME, SSN, DOB

GRADE, DATE OF RANK (DOR), & PROMOTION HISTORY

SOURCE OF COMMISSION

ORGANIZATION, HOME ADDRESS AND PHONE NUMBER

E-MAIL ADDRESS (Military or Civilian)

ACTIVE FEDERAL COMMISSION SERVICE (AFCS) & ACTIVE FEDERAL SERVICE (AFS)

MARTIAL STATUS/DEPENDENTS (Adults and Children)

STATEMENT OF JUSTIFICATION - REASON WHY OFFICER REQUEST IST INTO THE ARMY
(Provide 3 Branch Choices (Preference Order and Qualifications))

DD FORM 368 (if needed)

DD FORM 2808 (Report of Medical Examination) and DD FORM 2807-1 (Report of Medical History)
W/SUPPORTING DOCS

HT/WT STATEMENT

CIVILIAN EDUCATION: DIPLOMA (w/Degree, Major & Year/or Transcript – Copy is Fine)

MILITARY EDUCATION (Certificates)

SECURITY CLEARANCE (Personal Summary or SF 86 & Electronic Personnel Security Questionnaire
(EPSQ) Disk)

AWARDS (Orders or Certificates)

ALL EVALUATIONS (at Least Last 3-5)

PERSONNEL DATA SHEET: AF - SURF, INDIVIDUAL INFO, DVB
 NAVY – OFFICER DATA CARD
 MARINES – MASTER BRIEF SHEET

OFFICAL MILITARY FILE: PAPER OR CD

OFFICIAL PHOTOGRAPH (Optional)

LETTERS OF RECOMMENDATION (Optional)